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# International Institute of Municipal Clerks

**These publications, books and videos are currently available.**

## **CD ROMS:**

**Robert's Rules of Order –NEWLY REVISED 11th Edition with New Resources– Special order form required**

**IIMC Municipal Clerk-Partners in Democracy CD/DVD:** This is a short 5 minute promotional video illustrating some of the basic functions most City Clerks play in their communities. Use this to inform citizens about the Municipal Clerks' role or to inform colleagues about your contribution in local government.

## **VIDEOS:**

**IIMC- LaserFiche Imaging Video:** Get up to speed on document imaging in less than 15 minutes! This brief, informative video is the perfect introduction to the benefits of document imaging for Municipal Clerks. It addresses the storage, retrieval, distribution and security issues faced by every Municipality.

## **BOOKS:**

**Role Call:** This publication helps Municipal Clerks see their roles more clearly and project an image that reflects their professionalism.

**Mina's Guide to Minute Taking:** Offers principles, standards and practical tools to help reduce anxiety about minute taking and establish clarity on what to record. It also explains how minute takers can build rapport with their groups and generate respect for their work.

**Language of Local Government:** A useful reference for Municipal Clerks, staff and council with definitions of 300 commonly used words in local government, abbreviations, acronyms and more. **Special order form required**

**201 Secrets for Building Community Involvement:** This guidebook offers creative ways to help you develop a program on increasing community involvement. Chapters include topics on: Recruiting, Promoting and Asking, How to Generate Creative Involvement, How to Reward Volunteers and a list of Resources.

## **TECHNICAL BULLETINS:**

**Election Management & Performance Indicators:** A short bulletin on managing elections. Included are brief discussions on issues faced by administrators, automatic election technologies, and performance indicators. A two page flow chart on the election process is included.

**How to Design a Disaster Recovery Plan:** A thorough outline of how to draft a disaster recovery plan for your city. Includes many elements needed in such a plan.

**Consent Agendas:** How to institute a procedure to handle routine matters on the agenda expeditiously. Sections include what is consent agenda, format, approval, removal of Items, etc.

**Short, Simple & Efficient Agendas:** A System for Agenda and Minutes - An example of one city's methods for managing the agenda, minutes and indexing of council proceedings. Including sample exhibits of agenda, long and short minutes, council meeting cross-reference index cards and other meeting management aids.

**City Council Rules of Procedure:** An IIMC Committee report detailing sample guidelines for procedures for authority, general rules, types of meetings, order of business and agenda, ordinances and resolutions, creation of committees and boards, citizen rights and suspension and amendment of these rules.

**Manual for Drafting Ordinances & Resolutions:** Establishes basic guidelines which can be used citywide by those who have the responsibility to draft resolutions and ordinances. These include titles, special clauses, outline of elements of an ordinance, ordinance limitations, resolutions, after the council acts.

**Document Imaging:** Written by Diane Gladwell, CMC, this publication discusses optical imaging from the municipality's point-of-view, offering pages of tips to effectively manage and administer optical or document imaging systems. An excellent resource, easy-to-understand, non-technical guide for the public manager.

**Sample Proclamations:** A resource booklet with sample proclamations from municipal government, compiled by IIMC's Resource and Information Committee. (85 pages)

**Parliamentary Procedure in Local Government:** Comprehensive yet easy to read manual is based on the current 11th Edition of Robert's Rules of Order Newly Revised from the National Association of Parliamentarians. **Special order form required**

**IIMC Meeting Administration Handbook:** (updated and refurbished). A guide to minutes, agendas, and meetings.

**Efficient Filing:** A short but incisive review of filing operations and management tips for municipal government.

**Document Imaging in the New Millennium:** Become the office expert on document imaging with this helpful handbook. This "all-you-need-to-know" resource takes the mystery out of the subject with practical, jargon-free information and advice. Includes tips on choosing the right system, frequently asked questions, and more.

**2000 IIMC-NAGARA Technical Leaflets on Records Management (set)  
Starting A Records Management Program**

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## ILLINOIS MUNICIPAL LEAGUE PUBLICATIONS

(Number of books)

### CONFLICT OF INTERESTS

Manual on Conflict of Interests and Liability of Illinois Elected Municipal Officials (2010) .....\$12.00

### DIRECTORY

2015-2016 Illinois Municipal Directory  
Members:..... \$30 / \$35 Spiral Bound  
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### HANDBOOK

Illinois Municipal Handbook (2014).....\$40.00

### HOME RULE

Home Rule vs. Non-Home Rule (2014) .....\$15.00

### IML HISTORY

Celebrating a Century of Service (2013).....Shipping & Handling

### ILLINOIS MUNICIPAL POLICY JOURNAL

Vol 1 #1 (2016).....Shipping & Handling

### LIQUOR

Liquor Licensing & Regulation (2011).....\$12.00

### MUNICIPAL FORMS OF GOVERNMENT

Manual on Municipal Forms of Government (2014).....\$12.00

### POLICE AND FIRE

Handbook on Practice and Procedure In Police and Fire  
Disciplinary Matters (2010).....\$12.00

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Manual on Illinois Sunshine Laws (2016).....\$12.00

### YOU'VE BEEN ELECTED

Now What Do You Do? 3rd Edition (2015) .....\$18.00

### ZONING

Zoning Handbook for Municipal Officials w/Forms (2012) .....\$22.00

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Ancel Glink is a law firm which represents the Municipal Clerks of Illinois organization; their resource center contains many useful sections.



Ancel Glink Defense Blogs

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## Welcome to the Resource Center



### Ancel Glink Library

**Economic Development For Municipal Officials** (PDF 1070KB)

This handbook describes the various legal tools Illinois municipalities can use to encourage economic development.

**Handbook for Newly Elected Officials** (PDF 3435KB)

Our Newly Elected Officials Guide is designed to provide information and guidance on various laws and procedures to newly-elected officials of all local governments. (Updated 2017)

**304 Questions That Have Actual Answers** (PDF 2228KB)

In this handbook, we list the 304 questions about local government issues that you always wanted to know...with actual answers.

[View All >](#)

### Publications

**Ancel Glink Defense E-News (1st Quarter, 2017)** (PDF 127KB)

The E-News is a publication of Ancel Glink's defense litigation group.

**Water Water Everywhere** (PDF 1347KB)

Tom DiCianni recently published an article in the IDC Quarterly, First Quarter 2017, on liability from water management activities.

**Big Bully: School Liability for Bullying** (PDF 2091KB)

Litigation Management (Winter, 2015)

**Communicating in an Electronic Age** (PDF 1107KB)

APA Planning Magazine, April 2014

**Chicago Gun Shop Ban Shot Down, Triggers Review of Local Ordinances** (PDF 660KB)

ILCMA Magazine, April 2014

**Ethics and Social Media for Lawyers** (PDF 161KB)

The Practical Real Estate Lawyer (September, 2013)

**Racking up Nonbillable Miles** (PDF 103KB)

Chicago Daily Law Bulletin, July 2013

**Township Officials Handbook**

Township Officials of Illinois (2013)

**Rules of the Game: A Framework for Effective Zoning Hearings** (PDF 569KB)

The Commissioner Magazine, APA (Spring 2013)

**Attorneys & Social Media: An Ethical Minefield or Professional Boon?** (PDF)

The Municipal Lawyer Magazine (IMLA), January/February, 2013

**Doing More With Less: Turning Operations Dollars Into Capital Funds** (PDF)

Illinois Parks and Recreation (March/April 2013)

**Firm Brochure** (PDF 539KB)

The firm brochure provides information about Ancel Glink and the services we provide to our clients.

**When All Heller Breaks Loose: Gun Regulation Considerations For Zoning and Planning Officials Under the New Second Amendment** (PDF)

Dan Bolin and Brent Denzin co-authored this article published in The Urban Lawyer (ABA, Section of State and Local Government Law 2012)

**Financial Manual for Illinois Public Libraries**

Ancel Glink has written a finance manual for Illinois public libraries, authored by Stewart Diamond and W. Britt Isaly and published by the Illinois Library Association.

**Illinois Municipal Handbook**

Since 1968, Ancel Glink has authored the Illinois Municipal Handbook, published and

### Do newly elected officials have to complete Open Meetings Act training?

Yes, all newly elected officials are required to complete an electronic training curriculum on the Open Meetings Act within 90 days of taking the oath of office or assuming their duties as a member of a public body. The training curriculum was developed by the Public Access Counselor of the Illinois Attorney General's office, and can be accessed on the Public Access Counselor's website using this link. After completing the training, the newly elected official must file a copy of the certificate of completion with the public body. Newly appointed officers who serve on commissions and boards such as the Zoning Board of Appeals, Plan Commission, etc., also need to complete the training.



distributed by the Illinois Municipal League and edited by Stewart Diamond and Keri-Lyn Krafthefer.

#### **Township Officials of Illinois Laws and Duties Handbook**

For years, Ance! Glink has worked collaboratively with TOI to produce the Township Officials of Illinois Handbook, currently in its 5th edition and edited by Keri-Lyn Krafthefer.

#### **Illinois Park District Law Handbook**

Since 1993, Ance! Glink has authored the Illinois Park District Law Handbook, published by the Illinois Association of Park Districts and edited by Rob Bush.

#### **Balancing First Amendment Rights with the Interests of Public Employers: The Origins and Legacy of *Garcetti v. Ceballos*** (PDF 469KB)

Litigation partner Darcy Proctor was a contributing author to this article regarding First Amendment rights, published by the Illinois Association of Defense Trial Counsel.

#### **Survey of 2011 Municipal Law Cases** (PDF)

Litigation partners Darcy Proctor and Lucy Bednarek were contributing authors to the 2011 Survey of Municipal Law Cases, published by the Illinois Association of Defense Trial Counsel

#### **Hiring and Preparing Expert Witnesses in Land Use Cases** (PDF)

ALI-ABA Land Use Institute, 2011

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## Presentations

#### **Sharing with Care: Regulations for Responsible Short-Term Rentals** (PDF 769KB)

North Central Illinois Council of Governments Semi-Annual Dinner

#### **Government Use of Social Media - Handout** (PDF 55KB)

North Central Illinois Council of Governments Semi-Annual Dinner

#### **Government Use of Social Media** (PDF 212KB)

North Central Illinois Council of Governments Semi-Annual Dinner

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## Newsletters

#### **Ance! Glink Land Use E-News (Spring, 2017)** (PDF 89KB)

In the Zone is a publication of Ance! Glink's land use group.

#### **In the Zone: Land Use E-News (Winter, 2017)** (PDF 390KB)

In the Zone is a publication of Ance! Glink's land use group.

#### **In the Zone: Land Use E-News (Fall, 2016)** (PDF 382KB)

In the Zone is a publication of Ance! Glink's land use group.

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## White Papers

#### **Governor Signs Bill Moving Last Day for Candidate Filing to December 26th** (PDF)

Client Alert, December 3, 2012

#### **New Law Moves Last Day for Candidate Filing to December 26th** (PDF)

Client Alert, November 29, 2012

#### **Township Electric Aggregation** (PDF)

Client Alert, August 2012

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## Recent News

#### **Krafthefer and DiCianni to Train Newly Elected Officials (6/14/2017)**

Keri-Lyn Krafthefer and Tom DiCianni will be training newly-elected officials at the DuPage Mayor and Managers Conference newly-elected officials workshop this Saturday in Oak Brook Illinois. &nbsp;... [View entire article >](#)

#### **Ance! Glink Land-Use Newsletter (5/5/2017)**

Now available. [Click here](#)

#### **Newly Elected Officials Guide Released! (4/3/2017)**

The 2017 Newly Elected Officials Guide has been officially released! You can find it here [View entire article >](#)

[View More >](#)



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## Archived Question of the Month

### June 2017

Do newly elected officials have to complete Open Meetings Act training? [View answer >](#)

### May 2017

Must a public body grant a fee waiver or reduction under FOIA if a requester asks for one? [View answer >](#)

### April 2017

Can a municipality ban campaign signs on property owned by the municipality, such as at city hall? [View answer >](#)

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## Jennifer Sorrell

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**From:** IML Legislation <IMLLegislation@iml.org>  
**Sent:** Monday, August 27, 2018 11:25 AM  
**Subject:** Illinois Municipal League Statehouse Briefing - August 27, 2018



August 27, 2018

This week's *Statehouse Briefing* provides media coverage of pension consolidation, legislation that Governor Bruce Rauner has signed or vetoed and IML's comments on the new Federal Rural Broadband Program.

As the Governor takes action on legislation of municipal concern, IML staff is regularly updating our *Legislation Approved by Both Chambers* document ([available via this link](#)). That document can also be found on IML's legislative page at [legislative.iml.org](http://legislative.iml.org).

### **IML Emphasizes the Need to Consolidate Public Safety Pension Funds**

On Friday, August 24, IML Executive Director Brad Cole joined WJPF's Tom Miller on the 1020 AM Morning Newswatch to discuss the need to reform our public safety pension system to relieve the financial pressure on municipalities and taxpayers. [Listen to the entire radio interview via this link.](#)

As an example, Cole highlighted that in FY 2000, the City of Carbondale's property tax levy was just over \$1 million and pension contributions were \$727,000. Today, the property tax levy has barely increased and still sits around \$1 million, while the city's pension contributions are nearly \$3.5 million.

IML has proposed six different options to consolidate public safety pension funds to lower costs and improve investment returns. Those proposals are available on our website ([linked here for your convenience](#)).

### **Legislation Signed Permitting Waiver of Annual Medical Evaluation for PTSD**

On Sunday, August 26, the Governor signed [SB 3119 \(Sen. Pamela Althoff, R-McHenry/Rep. Michael Zalewski, D-Riverside\)](#).

The new law permits certain firefighters diagnosed with post-traumatic stress disorder (PTSD) related to their service to apply for a waiver from the annual medical exam required to maintain their disability pension award. To receive this waiver, four out of five members of the local pension board must vote to approve the request.

IML opposed this legislation citing the precedent this could set in future disability pension determinations.

The bill also amends the Illinois Municipal Retirement Fund (IMRF) Article of the Illinois Pension Code to provide that a person who participated as a chief of police in a fund under the Downstate Police Article and returns to work in any capacity with the police department in the same municipality is not considered an employee under the IMRF Article. The bill limits the application of the provisions to

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persons who were not participating employees before the effective date of the amendatory Act. IML did not object to this provision.

The new law went into effect immediately.

### **Governor Signs Legislation Regarding Investigation of Officer-Involved Shootings**

On Sunday, August 19, Governor Rauner signed [SB 2378 \(Sen. Kwame Raoul, D-Chicago/Rep. John Cabello, R-Machesney Park\)](#). The new law requires each law enforcement agency to adopt a written policy on how to handle internal reviews of officer-involved shootings.

This required policy must include that each law enforcement officer shall immediately report any officer-involved shooting to the appropriate supervisor, and that each agency shall conduct a thorough review of the circumstances of the shooting. Each policy must be available for copying and inspection under the Freedom of Information Act.

The new law goes into effect on January 1, 2019.

### **Legislation Reforming Fees, Fines and Assessment Structure Signed Into Law**

Legislation significantly changing the way court fees, fines and assessments are handled was signed into law by the Governor on Monday, August 20.

[HB 4594 \(Rep. Steve Andersson, R-Geneva/Sen. John Mulroe, D-Chicago\)](#) is based on the 2016 Statutory Court Fee Task Force Report ([available via this link](#)) issued on June 1, 2016. The report addressed four key findings:

1. The nature and purpose of assessments have changed over time.
2. Court fines and fees are constantly increasing and outpacing inflation.
3. There is excessive variation of fees, fines and assessments throughout the state.
4. The fees impose a severe and disproportionate impact on low- and moderate-income Illinois residents.

IML tracked and repeatedly inquired about the financial impact this legislation could have on municipalities. The sponsors and advocates in favor of this legislation were unable to provide comprehensive information about the new law's financial impact. IML will strive to understand the full impact this legislation will have on our members and will work with the General Assembly to make any necessary changes to the new law.

The new law goes into effect on July 1, 2019, and is set to be repealed on January 1, 2021.

### **Illinois Service Member Employment and Reemployment Rights Act Signed into Law**

On Sunday, August 26, [SB 3547 \(Sen. Thomas Cullerton, D-Villa Park/Rep. Linda Chapa LaVia, D-Aurora\)](#) was signed into law by the Governor.

The new law seeks to consolidate and modernize Illinois statutes regarding employment protections for Illinois' military service members. It expands protections with respect to performance review requirements, military employment rights notice requirements and basic reemployment protections for federally recognized auxiliaries during emergencies.

The new law goes into effect on January 1, 2019.

### **Governor Vetoes Paramedic Legislation**

On Tuesday, August 21, the Governor vetoed the third and final piece of legislation ([HB 5221 - Rep. Kathleen Willis, D-Addison/Sen. Linda Holmes, D-Aurora](#)) attempting to expand certain benefits for firefighters to paramedics. HB 5221 would have changed the definition of firefighter in the Public Employee Disability Act (PEDA) to include paramedics.

The Governor, in his veto message, stated that this proposal would operate as an unfunded state mandate on local governments. This proposal was in addition to HB 126 and 127, highlighted in the [August 20 edition of the Statehouse Briefing \(linked here\)](#), which were vetoed on Sunday, August 19. IML opposed all three pieces of legislation and [sent a letter to the Governor, linked here](#), requesting his veto on all three proposals.

The General Assembly will have the opportunity to override the Governor's vetoes during their fall veto session, which is scheduled to start on Tuesday, November 13.

### **IML Submits Comments on Federal Rural Broadband Program**

IML will soon submit comments on a new Rural Broadband Pilot Program, highlighted in the August edition of the *Federal Focus* ([linked here for your convenience](#)). Those comments addressed questions of what should be considered when determining sufficient access, how data speeds should be verified and how applications should be evaluated.

More information is available and comments can be [submitted via this link](#). Comments are due on or before September 10.

### **Illinois Department of Transportation Releases FY 2019 Fall Training Calendar**

On Friday, August 24, IDOT's Technology Transfer Program released their FY 2019 Fall Training Calendar, [linked here for your convenience](#). The trainings are offered from September to December.

Registration is available via the link above and can be sent by email to either [David.Maziarz@illinois.gov](mailto:David.Maziarz@illinois.gov) or [Barry.Kent@illinois.gov](mailto:Barry.Kent@illinois.gov) or by mail to Illinois Department of Transportation, Local Roads and Streets, 2300 South Dirksen Parkway, Room 208, Springfield, IL 62764.



## **ILLINOIS BICENTENNIAL BULLETIN – AUGUST 27, 2018**

### **What is Constitution Day?**

Sunday, August 26, 2018, is the first significant anniversary of the Illinois Bicentennial Celebration. On that day 200 years ago, the state's first constitution was signed. As we celebrate, we reflect on why we are **#IllinoisProud**.

"Two hundred years ago, thirty-three delegates stood shoulder-to-shoulder with a cheering crowd in Kaskaskia, Illinois. The flag of the United States flew in the late summer breeze, as militia officers readied a cannon and fired a twenty-gun salute, paused for a moment, then fired one more in recognition of the soon-to-be state of Illinois. Illinois did not officially become a state when the delegates signed the first constitution, but it reached an important milestone on its path toward statehood.

History is often measured in terms of progress and Illinois history is certainly no exception. The Constitution of 1818 remained the law of the land in Illinois for just thirty years. Increases in population, technology, and the economy led citizens 'Born, Built, and Grown' in Illinois to form new constitutions in 1848, 1870, and 1970. In many ways, these constitutions serve as mile markers on Illinois' road toward greater freedom and equality."

*Dr. Samuel Wheeler, is the tenth state historian in Illinois History and a Bicentennial Commissioner. He penned an op-ed about Illinois Constitution Day. For the full editorial, [click here](#).*

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## Contact Us

As always, IML staff will continue to monitor any prospective legislative developments and aggressively advocate on behalf of our membership. Should you have any questions, please contact our Legislative Department at (217) 525-1220 or [IMLLegislation@iml.org](mailto:IMLLegislation@iml.org). Thank you.

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If you do not wish to receive information from the Illinois Municipal League via email, please reply to this email, include the words "Please remove from list" along with your name, municipality and email address included in the message. If you have updates to your contact information, please submit them similarly. Thank you.

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